

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
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**SCHOOL FINANCE MEMORANDUM 04-004**

**TO:** County Assessor's Office  
**FROM:** Maggie Singler  
**DATE:** July 22, 2003  
**SUBJECT:** Electronic Reporting Requirement

A.R.S § 15-994. B. reads as follows: “the county assessor is required to transmit values to the county school superintendent as provided in section 42-17052, the assessor of each county shall provide in **electronic format** to the superintendent of public instruction the assessed valuation used for determining the primary property tax rate and the secondary property tax rate for each school district in the county.” Formatted Excel files that contain districts within each county are available for downloading at <http://www.ade.az.gov/schoolfinance/Reports/APORDistPriAssedVal/>. If you need help downloading the file please call your county’s Regional Training Center (RTC). The phone number for your county’s RTC can be found at <http://www.ade.az.gov/rtc>. Comma delimited files will also be accepted. Submission of comma delimited files must be limited to required fields: name of school district and/or Unorganized Territory, primary and secondary assessed valuations and district CTD number. Email data files for school year 2003 – 2004 to [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov). Please enter “**STATE AID**” in the subject line of the email. Files must be submitted to ADE no later than August 22, 2003 for September 15, 2003 apportionment payment calculation.

If you have questions regarding this matter contact, please contact me at (602) 542-8244 or [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

cc: County School Superintendents